

[LETTER HEADED PAPER REQUIRED]

[Company Name]

[Address]

[Tel]

[email]

The University of Manchester
DSE Student Finance Team
Student Services
Burlington Street
Oxford Road
Manchester M13 9PL

[Date]

I am writing to confirm that [Company Name] has agreed to sponsor the following student:-

Student Details

Student Full Name:	
University ID Number:	
Academic Year:	
Programme of Study:	
Year(s) of Study:	
Start Date:	

Sponsor Details

The sponsor amount will be:	
Company Registration number OR Registered Charity number: For EU sponsors only. Use N/A if not EU sponsor	
VAT registration number: For EU sponsors only. Use 'VAT exempt' if not EU sponsor	
DUNS Number:	
Purchase Order number (Please attach PO): If no PO needed then please use N/A	
Accounts Payable Address	
Accounts Payable Email Address:	
Accounts Payable Telephone Number:	

Payment will be made upon receipt of an invoice.

Kind regards,

[Name]

[Position]